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HB

7 DEC 1959

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : OTR Activities

The Office of Training reports on the following activities during the month of November 1959:

1. Training Assistance

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a. Mr. [REDACTED] Deputy Director of Communications, asked A&E to review the Professional Employee Test Battery results on approximately 140 communications technicians for the purposes of career planning and promotion.

b. A notebook from the School of International Communism containing a twenty-week curriculum and sixteen more detailed papers on various aspects of communism was released to NE~~25X1A6a~~
[redacted] for passing by [redacted]. A second and final installment (three lectures and a pamphlet) of unclassified materials was sent in two copies for eventual use in briefing [redacted] government officials on communism.

c. Briefings on CIA activities, coordinated in the office of the Orientation and Briefing Officer, were conducted for Major General Alva R. Fitch, newly appointed Deputy ACSI; Mr. Edson O. Sessions, newly appointed Ambassador to Finland; and Major General O. C. Troxel, Jr., newly appointed Chief of Provisional MAAG in Korea.

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e. [REDACTED] has accepted an invitation to lecture at American University's School of International Service. The lecture on "CIA's Role in the Formulation of Policy" will be a regularly recurring event (five times a year) and an integral part of the School's six-week Business Council for International Understanding.

2. Internal Training Activities

a. Seventeen students completed Writing Workshop (intermediate) No. 2 on 19 November.

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b. On 17 November Mr. [REDACTED] reported as replacement for [REDACTED] Chief, Operations School. He will be thoroughly briefed on the functions of the job and the components of the School and will visit [REDACTED]

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c. Printing Services Refresher Course No. 2 was held two hours a day from 16 to 25 November. Eleven supervisors of the East Building Printing Plant, including the Deputy Chief of the Printing Services Division, O/L, attended.

d. The Scientific and Technical Course ended on 20 November with a discussion by Mr. Bissell of student questions. Student reaction to the course was universally good, according to the critiques.

e. The phase of the Integrated Course for JOT's dealing with International Communism has been completed and that on Skills has begun.

f. During November language awards were authorized in the amount of \$18,650 to 135 employees. Cumulative awards to date now total \$305,350 to 2,452 employees.

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3. Monthly Enrollment

During the month of November 843 persons were enrolled in OTR-conducted training. Twenty-two of these were Agency dependents and seven were employees of other Government agencies.

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SIGNED
[REDACTED]

Acting Director of Training

Distribution:

Orig. & 2 - Addressee
1 - DTR
2 - PPS

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OTR/PPS [REDACTED] 4 Dec 59)

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